

2024-07e

## Summer Reading Assistant

Full-time, temporary (*June 10 to Aug. 30, 2024*), unionized

The Kingston Frontenac Public Library (KFPL) has an opening for the position of Summer Reading Assistant, full-time, temporary (*June 10 to Aug. 30, 2024*), unionized.

The Library is committed to diversity in employment opportunities and welcomes employment applicants from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.

### Eligibility:

This position is funded through the Young Canada Works Program and specific eligibility requirements apply. Any candidate hired must:

- Be a Canadian citizen or a permanent resident or have refugee status in Canada. (*Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.*)
- Be legally entitled to work in Canada (have a valid social insurance number).
- Be between 16 and 30 years of age inclusively at the start of employment.
- Have registered as a high school, college, CEGEP, or university student.
- Meet the specific eligibility criteria of the program to which you apply.
- Be registered in the YCW online candidate inventory.
- Be willing to commit to the full duration of the work assignment.
- Not have another full-time job during the YCW work assignment.

### Hours of Work:

This position is based out of the Isabel Turner Branch and the hours of work are scheduled over a 3-week rotation (see below).

**Week 1:** Mon. 9-5, Tues. 9-5, Wed. 12-8, Thurs. 9-5, Fri. 9-5

**Week 2:** Mon. 9-5, Tues. 9-5, Wed. 12-8, Thurs. 9-5, Fri. 9-5

**Week 3:** Mon. 9-5, Tues. 9-5, Wed. 12-8, Thurs. 9-5, Sat. 9-5

### Primary Duties:

The successful candidate will perform a variety of tasks that assist in providing summer reading programs and services to the community.

- Promote KFPL summer reading clubs within branches and community outreach events.
- Plan, prepare and implement a variety of creative and engaging programs - with a focus on children and teens.
- Facilitate programs that foster a love of literacy based on the national TD Summer Reading Club guidelines and theme. Programs may include book clubs, special workshops, weekly events, presenting at schools, and hosting special performances.
- Facilitate programs using Maker technology such as 3D printers and VR headsets.
- Ensure programming is accessible to all and promotes equity, diversity, and inclusion; incorporating opportunities to celebrate Indigenous culture.
- Promote and register Summer Reading Club participants via the digital platform Beanstack.
- Encourage and support staff in their knowledge of Beanstack and registering participants in Summer Reading Clubs.
- Monitor registration/statistics of the summer reading clubs and provide weekly reports to the overseeing Librarians.
- Learn basic library procedures as needed.

## **Requirements:**

- Two years' post-secondary education, with a focus on literacy, education, early childhood education, and/or performance arts.
- 1-2 years' experience planning and delivering programs and events for the public in a library, educational, makerspace or performance setting.
- Experience working with children and youth would be an asset.
- Skills with a second language, particularly French or an Indigenous language, would be an asset.
- Excellent customer service and de-escalation skills, tact, resourcefulness, and flexibility, as well as a passion for library service.
- Working knowledge of computers and devices (e.g., printers, tablets, e-readers), and commonly used software such as Microsoft Office; Google Chrome; Windows; and be comfortable with using KFPL's digital collections and services (e.g., Overdrive), social networking applications and email applications (e.g., Gmail)
- Valid G driver's license; must be comfortable driving the KFPL minivan and courier vans.

## **Compensation:**

Hourly rate is \$27.15 (plus 4% vacation pay and 14% in lieu of benefits).

This position is covered by the terms of the CUPE Local 2202 collective agreement with the Kingston Frontenac Public Library.

## Conditions of Employment:

The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check), including vulnerable sector, at their own expense.

The successful candidate, to whom an employment offer has been made, shall be required to provide a current, uncertified driver record, at their own expense.

## How to Apply:

Interested candidates may apply by email to [jobs@kfpl.ca](mailto:jobs@kfpl.ca) no later than **4:30 p.m. on Wednesday, May 22, 2024**. Late applications will not be considered.

Application emails should include:

- your name and the competition number in the subject line;
- an attachment or link to a single file (.pdf, .doc, or .docx format) that contains the following:
  - A cover letter and resume detailing the knowledge, skills and experiences that will facilitate your success in this role.
  - Contact information for three (3) professional references, including current and prior supervisors. Reference checks are undertaken as part of the recruitment process for candidates who successfully complete the interview stage.
  - A confirmation of availability to work at the specified days and times.
  - A declaration of any familial, significant social or intimate personal relationships with KFPL employees.

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

Thank you for your interest in the Kingston Frontenac Public Library. We appreciate all applications received; however, only those invited for an interview will be contacted\*.

Visit us at [www.kfpl.ca](http://www.kfpl.ca).

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*\* Additional correspondence regarding this job posting will be sent to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly.*